



# CM/ECF Newsletter

U.S. Bankruptcy Court—  
Eastern District of Virginia

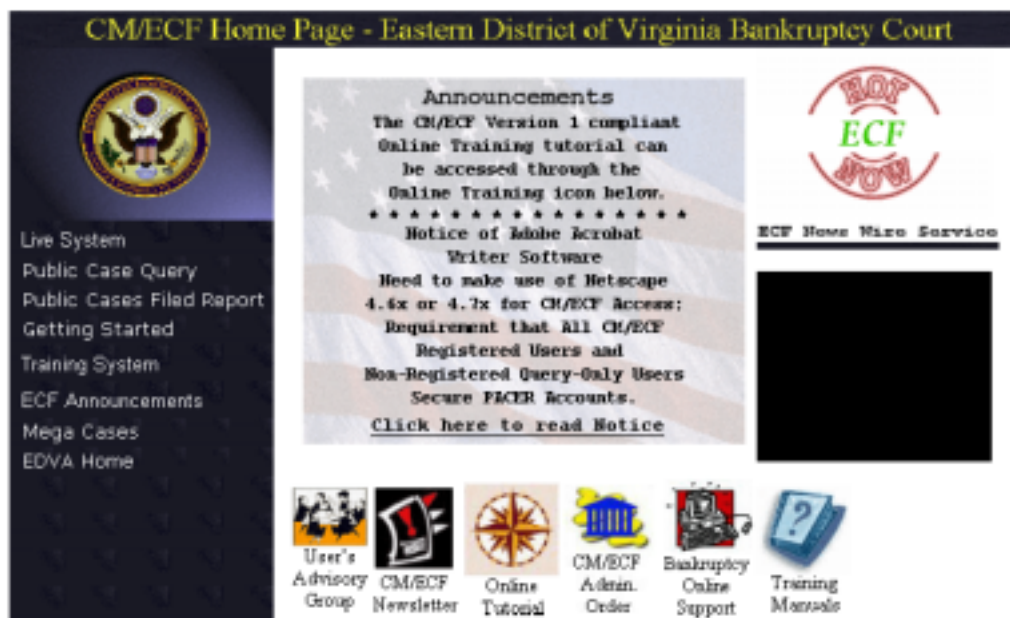
Vol. 3, Issue 2

February-April, 2001

## New Look for CM/ECF Homepage

Please take a moment to travel our redesigned Home Page. We hope you find it easy to navigate. Some of the features are:

- An "Announcements" panel and button, which links to the Clerk's memos advising users of the major changes in ECF since the upgrade to the Version 1 software.
- The "Wire Service" with short bites of information about ECF.
- The new "Online Tutorial", developed with the Federal Judicial Center, presents a walk-through of the ECF Version 1 process.
- The updated "Training Manuals" button, containing the Version 1 materials, which will be augmented as new features are added.



## ECF Filing Procedure When CM/ECF is Down

In order to file a petition or a pleading when the CM/ECF System is not accessible the filing party must contact the appropriate clerk's office and speak with a deputy clerk to confirm that the system is not accessible and state the reason why an immediate filing is necessary. The filing party then must arrange to file the document with the clerk's office by an alternate means.

After submission of the document to the clerk's office and once the system is accessible, the case administrator will take the appropriate steps to docket the pleading to the system.

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## Acceptance of Additional Credit Cards

The Eastern District of Virginia is now accepting the following credit cards for payment of court fees, **in addition to** MasterCard and Visa:

- American Express
- Diners Club
- Discover

### Credit Card Authorization Form

Please complete the authorization form on our [ECF Home Page](#) when updating or submitting your form to the court.

This will ensure that you have the current version of the form. Recent revisions to the form include:

- Names of Authorized Users: List **only** the names of individuals who sign petitions/pleadings
- Card Type: The credit cards listed above have been added to the form.



## Who's Getting Electronic Notice?

The ability to see who is receiving electronic notification and who is not is available under "Utilities" —> "Mailings" —> "Mailing Info for a Case". This option is free!!

Please note that this only lists those case participants that have filed pleadings in the case. It is NOT an inclusive list of the creditors in the case.

## PACER Service Center (PSC) Support

The Pacer Service Center (PSC) is the Judiciary's national support center for public access applications. The PSC is responsible for public support of the CM/ECF application. Technical support by the service is divided into two areas, a) Query-Only and b) Case Filing. For Query-Only users, the PSC will be responsible for technical support of the users. Questions ranging from general information to involved technical set-up will be answered about the service. The PSC will troubleshoot problems for users. Unresolved issues, data questions, or procedural questions will be forwarded to the appropriate court. For users filing pleadings (Case Filing users) the PSC will be responsible for general set-up, routine "how-to" and commonly asked questions. Unresolved issues, data integrity questions, or procedural questions will be forwarded to the appropriate court. The first step of any support call will be to determine whether or not an issue is appropriate for the PSC to handle. Examples of the types of issues the PSC will handle are:

Unresolved issues, data integrity questions, or procedural questions will be forwarded to the appropriate court. The first step of any support call will be to determine whether or not an issue is appropriate for the PSC to handle. Examples of the types of issues the PSC will handle are:

- Browser issues; installation, configuration, and troubleshooting
- Troubleshooting connection issues.
- Provide information on installing and using Adobe Acrobat.

- Provide information on creating documents using Adobe Writer.
- Help users while navigating the CM/ECF sites.
- Inform users about chargeable items.
- Coordinate issues with a court for involved problems or case-related issues.

You may contact the PACER Service Center at <http://pacer.psc.uscourts.gov> or by calling (800) 676-6856 or (210) 301-6440

*"The first step of any support call will be to determine whether or not an issue is appropriate for the Pacer Service Center to handle."*

## Response/Objection Due Dates

Many ECF users are aware of the docketing feature that permits users to key in a response/objection due date. The most familiar event using this feature is the Chapter 13 Plan, which allows the user to key a deadline to file objections to the plan.

Beginning May 1, 2001, the ability to key in many response/objection due dates will be re-

moved. The clerk's office has found that this feature is often misused. The most common mistakes either are incorrect dates being keyed or dates inconsistent with the docketed pleading being keyed. To eliminate the confusion, ECF will neither prompt users to insert these dates nor will the system post these dates in docket text.

The requirement that the documents themselves (i.e. Notice of Plan, Notice of Motion, etc.) continue to specify a response/objection date, however, remains in effect.

Any comments or questions should be directed to the ECF Help Desk at 1-888-271-8610.

## Docket Entry Numbering

When the Court converted to Version 1 software, the option was made available to cause all docket entries to be assigned an entry number, whether or not a pleading was attached. In early-March, the Court decided to make use of this option and modified the dictionary of events accordingly. Those entries that have a pleading attached will continue to include a link to the document. Those entries that are "paperless" will be numbered, however, they will not include any link.

## Request to Defer Certain Fees by Trustee

The Internet Form "Request to Defer Payment of Certain Fees" has been updated to include the fee charged for reopening a case. The deferral of this fee is only applicable to the trustee in a case. Any other party requesting that a bankruptcy case be reopened, must pay the fee at the time of filing of the motion or file a motion to waive the fee.

## Using the Wrong Event Code

If you discover that in docketing a pleading to a case, you have used the wrong event code to do so, please immediately call the appropriate divisional office of the clerk's office and speak with the DQA in that division. In Norfolk/Newport News, the contact persons are Pat Woodhouse and Caroline Bradley. In Alexandria, the contact persons are Evelyn Flowers and Kathy Dragg. In Richmond, the contact person is Delores Jones. The clerk's office then can proceed to correct the entry appropriately.

## Incorrect Venue

If you find that you have accidentally opened a bankruptcy or adversary case in the wrong division, call the ECF Help Desk to alert the court. The misdirected bankruptcy/adversary will be automatically transferred to the proper division. DO NOT open another bankruptcy/adversary case.

## Please Remember To (Gentle Reminders):

- When opening a husband and wife bankruptcy case, please remember to change the "role" of the spouse (usually the wife) to "joint debtor".
- When uploading creditors in a new bankruptcy case, DO NOT include the case number in the text file. This will cause the case number to appear as the first creditor in the case.
- Also, when uploading creditors, please take note of the case number in the case number window. This incorrectly defaults to "97-10001" and will need to be changed to reflect the proper case number.
- When adding a creditor to the database during docketing (for selecting as a party filer), DO NOT add an address or a c/o [yourself as attorney]. You will receive electronic notification by virtue of the fact that you docketed the pleading.
- Check your e-mail notification set-up in "Maintain Your ECF Account" to make sure that all information is correct.
- Print both a Glossary of Bankruptcy Events and a Glossary of Adversary Events. These listings provide a comprehensive listing of all events that are available in the system for docketing.
- When opening an adversary case, at the associated cases screen, key the associated bankruptcy case number and select the type of relation as "associated".

## Amended Claims

During the processing of filing an amended claim, the user is presented with an "Amends Claim" field to enable him/her to include the number of the previously filed claim. Currently this feature is not working properly. At this time, please skip over the field, and, upon completion of the filing, call the ECF Help Desk and provide the case number, the claim # of the amended claim and the claim # of the claim

which has been amended. The court then will update the record to reflect the action properly.





### Attorneys Trained February-April, 2001

#### Alexandria — 30

John Francis  
James Sadowski  
Matthew Brennan  
Stanley Salus  
Lauren McLaughlin  
Intak Lee  
Michael Martineau  
Isaac Paxman  
Aneida Winston  
Richard Jacobus  
Bridget Rowan  
James Wilson  
Jason Zarin  
David Klauder  
Anthony McLaughlin  
Nathan Fisher  
Edward Amourgis  
Anne Calloway  
John Liily  
Charles Price  
David Musgrave  
Long Long  
John Tyden  
Nancy Green  
Linda Righenart  
John Bevis  
Harold Belkowitz  
Stephen C. Swift  
Richard Stahl  
Jeffrey Falon  
Anne Keithan

#### Richmond — 11

Erin McDonald  
Augustus C. Epps, Jr.  
William H. Haboush  
David Hopper  
David Sensenig  
Carl Bates  
Mark Leffler  
Neal Reid  
Charles d'Evegne  
Stanley K. Joynes  
Charles Cowser

#### Norfolk/Newport News — 3

David Cassidy (12/00)  
James Lloyd  
Steven Oser

### Attorneys Live February-April, 2001

#### Alexandria— 26

David Prenskey  
Michael Martineau  
Isaac Paxman  
Aneida Winston  
James Wilkinson  
Richard Jacobus  
Jason Zarin  
Stephen C. Swift  
Richard Stahl  
Charles Price  
David Musgrave  
Harold Belkowitz  
Jeffrey Falon  
Anne Keithan  
James Sadowski  
Intak Lee  
Aneida Winston  
Bridget Rowan  
Jennifer Brust  
Joseph Corish  
James Davis  
Charles Gustafson  
Jonathan Kinney  
Thomas Repczynski  
James Schroll  
Christie Dowling

#### Richmond—12

Bruce Robinson (attorney)  
Erin McDonald  
Kirk McQuiddy  
Peter Barrett  
Augustus C. Epps, Jr.  
William H. Haboush  
David Hopper  
David Sensenig  
Stanley K. Joynes  
Charles Cowser  
Charles d'Evegne  
Neil Reid

#### Norfolk/Newport News— 11

Chip Goldstein (12/00)  
Dominic Lascara (12/00)  
David Cassidy (1/01)  
James Lloyd  
Steven Oser  
Steven Mirman  
Peter Herrick  
Carl Eason (Suffolk)  
R. C. Stackhouse (attorney)  
Joseph R. Mayes  
Kenneth A. Moreno  
Peter G. Zemanian

**Statistically Speaking...** ECF bankruptcy case filings for the month of March, 2001 were at an all time high of 1,162 for the District.. For the first quarter, ECF filings were 37.1% of total filings, as compared to 33.3% for the entire year of 2000.

### ECF 1st Qtr. Filings

	Bankruptcy	Adversary	Total Cases filed in 2001 (YTD)	2,809
Alexandria	396	9	Total Cases filed in 2000	8,680
Norfolk	960	21	Total Cases filed in 1999	3,539
Richmond	569	16	Total Cases filed in 1998	421
Newport News	884	16	Total Cases filed in 1997	1
<b>District Total</b>	<b>2,809</b>	<b>62</b>	<b>Total Cases filed to date</b>	<b>15,450</b>

**United States Bankruptcy Court  
Eastern District of Virginia  
Total Electronic Case Filings (ECF) By Division  
1999 - YTD 2001**

<b>1999</b>	<b>Alexandria</b>	<b>Richmond</b>	<b>Norfolk</b>	<b>Newport News</b>	<b>District Totals</b>
	% ECF	% ECF	% ECF	% ECF	% ECF
Jul	15.9%	4.5%	11.2%	6.2%	9.9%
Aug	17.6%	7.0%	15.3%	99.5%	19.9%
Sep	17.9%	5.3%	18.5%	99.6%	22.6%
Oct	16.0%	8.4%	18.1%	100.0%	24.6%
Nov	17.7%	9.0%	20.3%	99.6%	24.8%
Dec	20.1%	7.2%	23.2%	99.6%	25.6%
<b>6 Mos. Totals</b>	<b>17.5%</b>	<b>6.9%</b>	<b>17.7%</b>	<b>81.9%</b>	<b>21.2%</b>
<b>2000</b>	<b>Alexandria</b>	<b>Richmond</b>	<b>Norfolk</b>	<b>Newport News</b>	<b>District Totals</b>
	% ECF	% ECF	% ECF	% ECF	% ECF
Jan	21.4%	9.0%	28.4%	99.0%	28.2%
Feb	15.7%	13.1%	23.4%	100.0%	27.1%
Mar	17.4%	12.9%	26.7%	99.7%	28.2%
Apr	17.9%	18.9%	23.5%	99.2%	29.7%
May	19.4%	14.4%	25.9%	100.0%	30.3%
Jun	25.0%	21.1%	34.7%	100.0%	36.7%
Jul	24.4%	17.8%	29.7%	98.8%	33.7%
Aug	23.6%	21.8%	34.9%	100.0%	35.4%
Sep	23.4%	23.8%	37.3%	100.0%	38.0%
Oct	24.4%	22.1%	35.1%	100.0%	37.7%
Nov	22.6%	21.8%	44.3%	100.0%	38.1%
Dec	25.6%	22.5%	40.0%	100.0%	38.2%
<b>YTD Totals</b>	<b>21.4%</b>	<b>18.1%</b>	<b>31.9%</b>	<b>99.8%</b>	<b>33.3%</b>
<b>2001</b>	<b>Alexandria</b>	<b>Richmond</b>	<b>Norfolk</b>	<b>Newport News</b>	<b>District Totals</b>
	% ECF	% ECF	% ECF	% ECF	% ECF
Jan	23.8%	22.7%	41.1%	100.0%	37.4%
Feb	20.9%	20.1%	39.8%	100.0%	35.8%
Mar	20.6%	23.1%	45.8%	98.4%	37.9%
Apr					
May					
Jun					
Jul					
Aug					
Sep					
Oct					
Nov					
Dec					
<b>YTD Totals</b>	<b>21.5%</b>	<b>22.0%</b>	<b>42.5%</b>	<b>99.3%</b>	<b>37.1%</b>

Note: In 2000, 26,075 petitions were filed for the Eastern District, of which 8,672 or 33.3% were ECF cases.  
Thus far in 2001, ECF filings have increased to 37.1% for all bankruptcy petitions .